



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

**ISSUE DATE:** 03/05/99  
**CLOSING DATE:** Open Continuously

Recruiting Bulletin No. ACE-03  
Detroit Regional Office  
Detroit, MI

**Administrative Specialist**

**GG-0301-5 (\$22,674)**  
**GG-0301-7 (\$28,084)**  
**GG-0301-9 (\$34,355)**  
**GG-0301-11(\$41,567)**

**PROMOTION POTENTIAL: GG-11**

**EXCEPTED SERVICE APPOINTMENT:** Not-to-Exceed September 30, 2001.

**AREA OF CONSIDERATION:** All sources.

**DUTIES:** Incumbent is responsible for planning, organizing, and carrying out the administrative support functions required by the Accuracy and Coverage Evaluation (ACE) regional and field staff. Incumbent is responsible for assuring administrative support is provided in the areas of payroll, recruiting, personnel management, performance management, operational cost and progress, supply and space management, security, safety, accident reporting, telephone communications, attendance, travel, and use of the credit card for small purchases and supplies. Oversees the establishment and maintenance of the filing system necessary for record keeping in the areas of personnel, fiscal, general administrative, correspondence, program manuals, etc. Implements an inventory and supply system including one for laptop computers. Reviews all billing before payment certification by supervisor. Resolves billing discrepancies when necessary. Maintains liaison with Regional Office, Regional Census Center (RCC), and Local Census Office administrative staff for technical advice. Works with the RCC recruiters/personnel specialists to recruit and hire field and office staff. Coordinates procedures with the Administrative Supervisor in the RCC to ensure timely processing of personnel and payroll documents.

**QUALIFICATIONS:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

**GG-5:**

Experience: Three years of general experience equivalent to the GG-4 level that demonstrates the ability to: (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing.

Education: Successful completion of a full four year course of study leading to a bachelor's degree that equipped the applicant with the knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

**GG-7:**

Experience: One year of specialized experience equivalent to the next lower grade level that provided the knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting.

Education: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided knowledge of two or more administrative support areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

**GG-09:**

Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to provide advice and guidance on administrative matters.

Education: Two full years of graduate education or master's degree that is directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to provide advice and guidance on administrative matters. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

**GG-11:**

Experience: One full year specialized experience equivalent to the next lower grade level that demonstrates: (1) knowledge of three or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to provide advice and guidance on administrative matters.

Education: Three full years of graduate education or the Ph.D. that is directly related to the position and demonstrates: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to provide advice and guidance on administrative matters. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

Grades 5 and 7:

1. Experience processing personnel and payroll documents.
2. Experience in supervising or providing technical guidance to a staff of people performing personnel or payroll processing, or administrative support.
3. Experience providing advice and guidance on a variety of administrative topics, such as performance, progress, or cost reports for office operations.

Grades 9 and 11:

1. Experience in planning, organizing, and implementing the processing of personnel and payroll documents.
2. Experience in supervising a staff of people performing personnel/payroll processing and/or administrative support.
3. Experience providing advice and guidance on a variety of administrative topics, including performance, progress, and cost reports for office operations.

**Payment of relocation expenses IS NOT authorized.**

For further information on this vacancy, contact DeLisa McCoy, (248) 967-9511.

**HOW TO APPLY:** Applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for each grade level for which you are applying for (**Be sure to state the grade level on each application**). List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number and title.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran's Preference - Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (248) 967-9511.
- Complete application package must be received by the closing date of the bulletin and submitted to: **Regional Census Center, Crowne Pointe, 25900 Greenfield Road, Suite 400, Oak Park, MI 48237-1267, ATTN: Personnel Management Specialist.**

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin.

Applications received after this date will not be considered.

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.”

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.